

Thomas R. Grover Middle School PTSA

Cash Advance Request Form

This form is used to request a cash advance for a cash box for sales or an event. Please print information.

Date of Request: _____ Amount Requested \$ _____

Requested by: _____

(Check will be made out to person requesting cash advance)

Committee/Event: _____

Phone: _____ Email: _____

Signature: _____

Reason for Cash Advance: _____

of calculators needed: _____

of cash boxes needed: _____

Date of Event: _____

Time: _____

Committee/Budget Category: _____

Please submit cash advance request at least one week in advance of the event for which cash is needed to: Angela Young, Treasurer Phone: 609-462-1749 Email: amayoung94@gmail.com

NOTE: This cash advance amount must be submitted separately from the check/cash received at the event. Please keep a copy for your records.

*****For Treasurer Use Only*****

Check #: _____ Amount: \$ _____ Date: _____

#calculators: _____ # of cashboxes: _____ Returned on: _____